SUPERVISOR SAFETY TRAINING

INITIAL TRAINING

REFERENCES

- 29 CFR 1960 (Federal Employee OSH Program)
- 29 CFR 1910 (General Industry Standards)
- MCO 4450-12 (Storage and Handling of Hazardous Material)
- MCO 5100.8F (Marine Corps Ground OSH Program)
- MCO 5100.19C (Marine Corps Traffic Safety Program)

REFERENCES
(cont)

- MCO 5100.29 (Marine Corps Safety Program
- MCO P5102.1 (Marine Corps Ground Mishap Reporting
- MCO 6260.1D (Marine Corps Hearing Conservation Program)
- MCO 11240.6B (Standard Licensing Procedures for Operators of Military Motor Vehicles

REFERENCES
(cont)

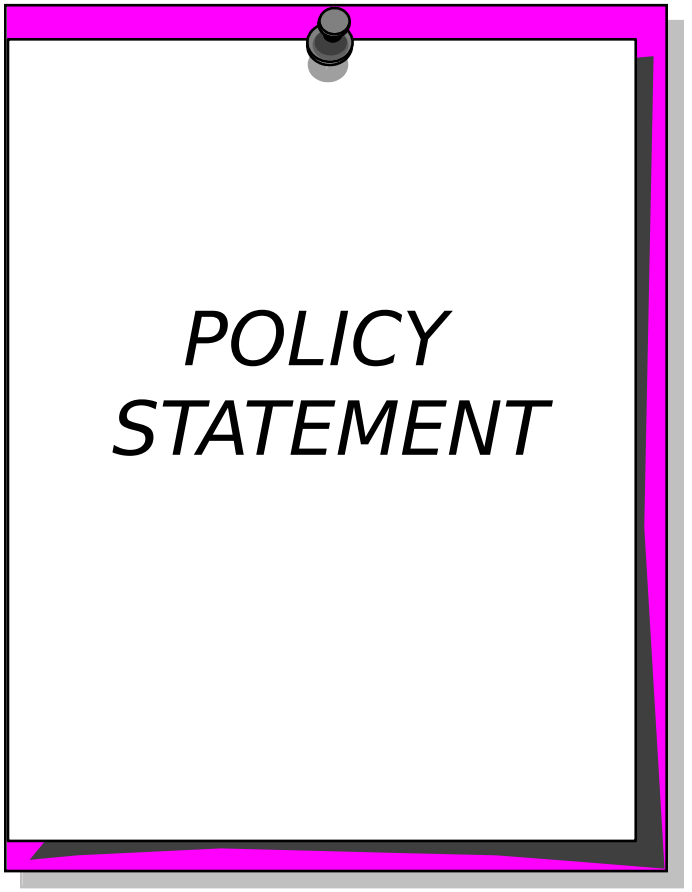
- P11262.2 (Inspection, Testing and Certification of Tactical Ground Load Lifting Equipment)
- MCO 10330.2C (Storage and Handling of Compressed Gases and Liquids in Cylinders and of Cylinders)

PUBLIC LAW 91-596

- WILLIAMS-STEIGER ACT OF 1970
- REQUIRES SAFE AND HEALTHFUL WORKING ENVIRONMENT
- REQUIRES EMPLOYERS AND EMPLOYEES TO FOLLOW SAFETY PROCEDURES

USMC SAFETY POLICY

- PROVIDES A SAFE AND HEALTHFUL WORKPLACE FOR ALL PERSONNEL
- SAFETY PROGRAM ENDORSED BY CMC AND IMPLEMENTED THROUGH APPROPRIATE CHAIN OF COMMAND



USMC SAFETY PROGRAM SHALL INCLUDE:

- COMPLIANCE WITH STANDARDS
- ANNUAL OSH INSPECTIONS
- ABATEMENT OF HAZARDS
- PROCEDURES TO REPORT HAZARDS WITHOUT FEAR OF REPRISAL
- OSH TRAINING
- MISHAP INVESTIGATIONS
- HEALTH SURVEILLANCE PROGRAMS
- PERFORMANCE EVALUATIONS

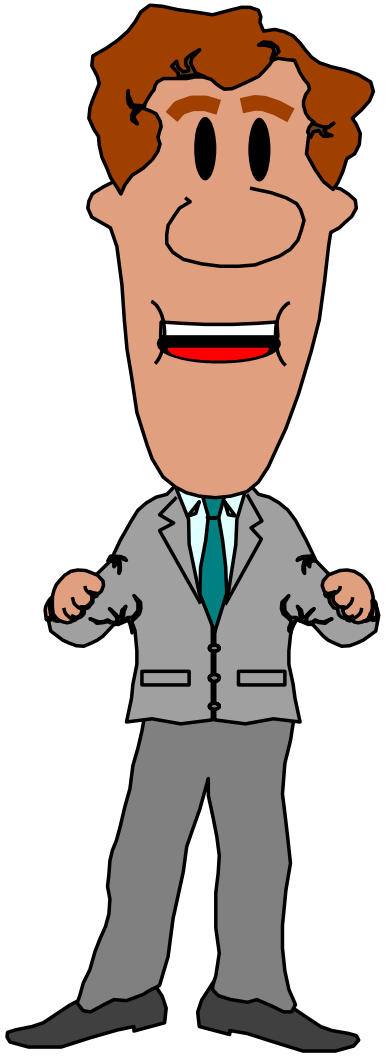
SHOULD BE PROVIDED:

- INITIALLY
- NEW EMPLOYEES
- NEW PROCESSES
- UPDATED PROCEDURES
- EMPLOYEE PERFORMANCE
- ANNUALLY
- NON-ROUTINE TASKS

SUPERVISORS' RESPONSIBILITIES

- SET EXAMPLE
- PREREQUISITES OF JOB
- REVIEW PRECAUTIONS
- CONDUCT INSPECTIONS
- ACKNOWLEDGE SAFETY BEHAVIOR
- INVESTIGATE AND REPORT MISHAPS
- CORRECT UNSAFE/ UNHEALTHFUL CONDITIONS
- PROVIDE PERSONAL PROTECTIVE EQUIPMENT

INDIVIDUAL RESPONSIBILITIES



- COMPLY WITH USMC AND OSHA REGS
- REPORT WORKPLACE HAZARDS
- REPORT TO SUPERVISOR ILLNESSES/ INJURIES OR PROPERTY DAMAGE RESULTING FROM MISHAP

HAZARD REPORTING

- *EMPLOYEES*

  ORAL REPORT TO SUPERVISOR

- *SUPERVISORS*

  KEEP EMPLOYEES INFORMED

- *NOTICE OF UNSAFE/ UNHEALTHY WORKING CONDITIONS MCO*

  5100.8F, CHAP 9

USMC NOTICE OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

- MUST BE POSTED
- EMPLOYEES SUBMIT TO OSH OFFICE - MAY BE ANONYMOUS
- ACKNOWLEDGE RECEIPT TO ORIGINATOR
- NOTIFY SUPERVISOR
- SUPERVISOR ADVISE SAFETY OFFICE WITHIN 5 DAYS IN WRITING
- INVESTIGATE
- SAFETY RESPOND IN WRITING WITHIN 10 DAYS TO ORIGINATOR

RETAIN RECORDS FOR 5 YEARS

ALL MILITARY AND CIVILIAN PERSONNEL HAVE THE RIGHT TO BE:

- INFORMED OF OSH HAZARDS
- TRAINED IN SAFE AND HEALTHFUL WORK PRACTICES
- PROTECTED FROM DANGEROUS OCCUPATIONAL SITUATIONS THAT COULD CAUSE HARM
- PROTECTED FROM DISCRIMINATION AS A RESULT OF FILING A REPORT OF UNSAFE OR UNHEALTHFUL CONDITIONS
- INFORMED ABOUT HAZARDOUS MATERIALS

SURVEYS ARE CONDUCTED:

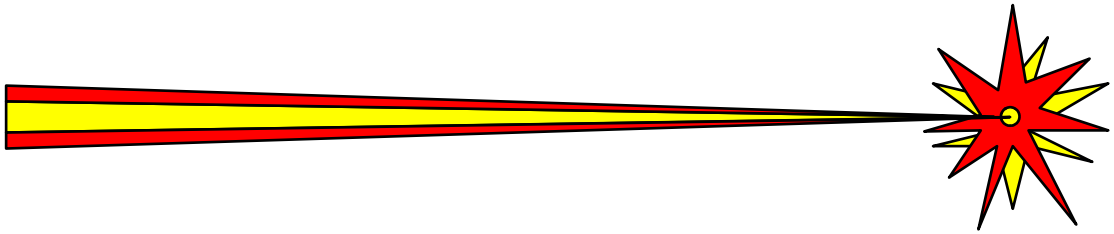
- ANNUALLY ON INDUSTRIAL ACTIVITIES
- WHENEVER NEW TASKS OR EQUIPMENT ARE PUT INTO OPERATION

INDUSTRIAL HYGIENE SURVEY (IH)

- TASK ANALYSIS
- ENGINEERING CONTROLS
- PPE REQUIREMENTS
- CHEMICAL IDENTIFICATION
- EXPOSURE LEVELS

HAZARDOUS MATERIAL

- ANY MATERIAL WHICH BECAUSE OF ITS QUANTITY, CONCENTRATION, PHYSICAL OR INFECTIOUS CHARACTERISTICS MAY POSE A SUBSTANTIAL HAZARD TO HUMAN HEALTH OR THE ENVIRONMENT WHEN RELEASED OR SPILLED.



PURPOSE OF THE HAZARDOUS COMMUNICATION PROGRAM

- HAZARDS OF ALL CHEMICALS ARE EVALUATED
- INFORMATION CONCERNING HAZARDS ARE TRANSMITTED TO EMPLOYEES

10 BASIC HAZARD COMMUNICATION REQUIREMENTS

- DETERMINE HAZARDS
- COMPOSE MSDS
- PROVIDE CUSTOMERS WITH MSDS AND WARNING LABELS
- KEEP MSDS ON FILE AND ACCESSIBLE
- LABEL CONTAINERS
- DO NOT REMOVE OR DEFACE LABELS
- INFORM EMPLOYEES
- EMPLOYEE TRAINING
- KEEP A HAZMAT INVENTORY
- WRITTEN HAZCOM PROGRAM

SUPERVISOR RESPONSIBILITIES

- INFORM ALL EMPLOYEES BEFORE THEIR INITIAL ASSIGNMENT OR WHENEVER A NEW HAZARDOUS CHEMICAL IS INTRODUCED INTO THEIR WORK AREA
- TRAIN EMPLOYEES HOW TO:
  - IDENTIFY AND PROTECT THEMSELVES FROM CHEMICAL HAZARDS
  - RECOGNIZE THE PHYSICAL AND HEALTH HAZARDS OF CHEMICALS IN THEIR AREA
  - OBTAIN AND USE THE MSDS
  - DOCUMENT ALL TRAINING

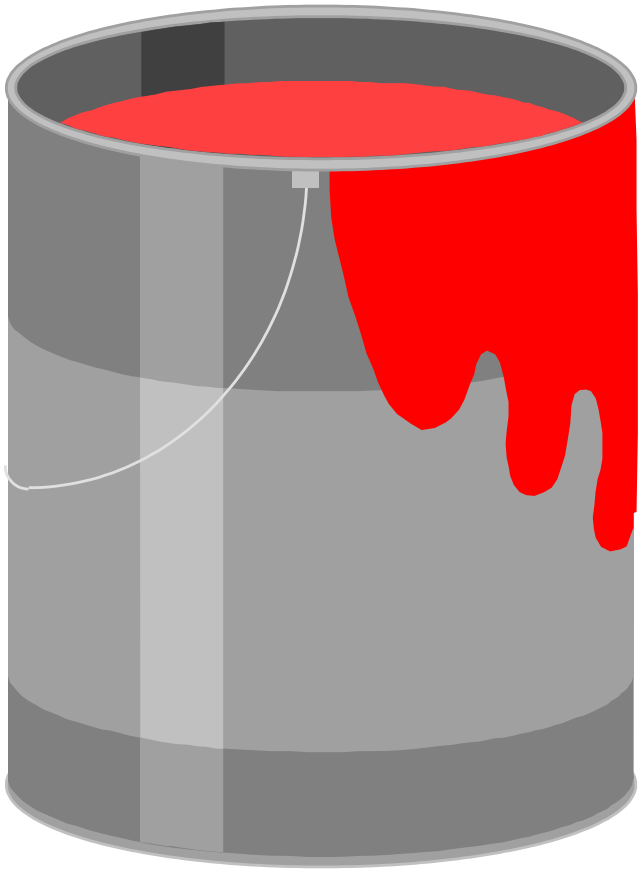
MATERIALS REFERENCES

- MCO 4450-12

  Storage and Handling of Hazardous Materials
- 29 CFR 1910.1200
  - » Hazardous Communications Standard
- 29 CFR 1910.106
  - » Storage Requirements
- 29 CFR 1910.120
  - » HAZWOPER (First Responders)

HAZCOM TRAINING RECOMMENDATIONS:

- SUPERVISORS -
  - » INITIAL ANNUAL REFRESHER
- PERSONNEL WHO USE OR ARE EXPOSED TO HM -
  - » INITIAL
  - » OJT/REFRESHER BY SUPERVISOR

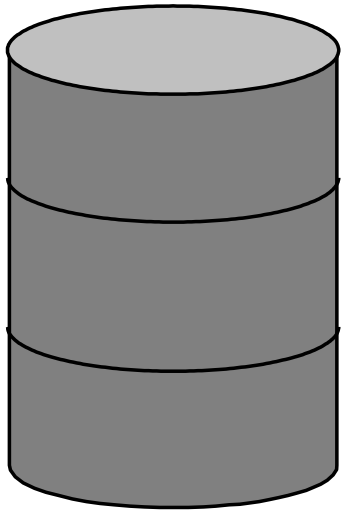


EVERY HAZARDOUS CHEMICAL:

- KEEP MSDS ON FILE AND EASILY ACCESSIBLE FOR ALL CHEMICAL USED AT THE WORKSITE.
- MSDS’s CAN BE OBTAINED FROM:
  - SUPPLY
  - STATION SAFETY
  - MANUFACTURER
- ENSURE MSDS IDENTITY MATCHES CONTAINER LABEL

HAZARDOUS WASTE

- ANY HAZARDOUS LIQUID, SOLID, OR GASEOUS MATERIAL WHICH IS NO LONGER USEABLE FOR ITS ORIGINAL INTENDED PURPOSE OR WHICH HAS BEEN CONTAMINATED BY A FOREIGN SUBSTANCE.



RESPIRATOR REFERENCES

29 CFR 1910.134

REQUIREMENTS OF RESPIRATORY PROGRAM INDIVIDUALS MUST BE:

- NECESSARY (OR REQUESTED)
- MEDICALLY EVALUATED
- TRAINED
- FIT TESTED
- PROFICIENT
- SOP THAT HAS BEEN WRITTEN, APPROVED AND POSTED AT WORKSITE

REFERENCES AND TRAINING

- 29 CFR 1910.146
- ***CONFINED SPACE ENTRY/GAS FREE ENGINEERS, TECHNICIANS AND ATTENDANTS MUST ATTEND THE CONFINED SPACE CLASS***
- ***OTHER EMPLOYEES MUST BE TRAINED BY THEIR SUPERVISORS***

CONFINED SPACE ENTRY POLICY

ALL PERSONNEL ARE PROHIBITED FROM ENTERING OR WORKING ON OR IN, OR PERFORMING HOT WORK ADJACENT TO ANY COMPARTMENT, TANK, VOID OR OT CONFINED SPACE UNTIL SUCH TIME AS SPACE HAS BEEN TESTED, INSPECTED A CERTIFIED AS SAFE BY THE CONFINED SPACE PROGRAM MANAGER/GAS FREE ENGINEER OR ASSISTANT

BEFORE ENTERING A CONFINED SPACE:

- SUPERVISORS MUST CONTACT A CONFINED SPACE PROGRAM MANAGER/

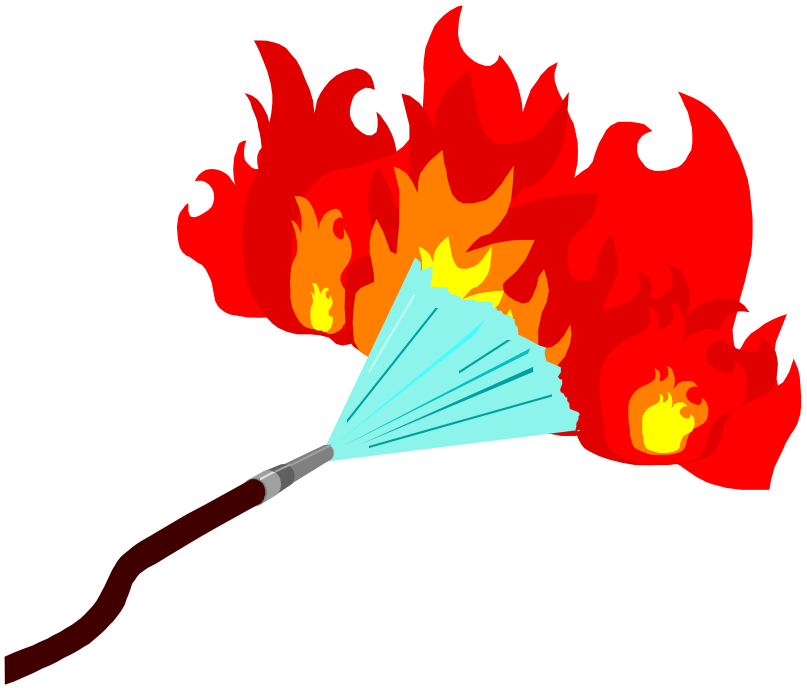
  GAS FREE ENGINEER
- PERSONNEL RESPONSIBILITIES INCLUDE:
  - MILITARY AND CIVILIAN GOVERNMENT EMPLOYEES WILL NOT ENTER A CONFINED RESTRICTED SPACE UNTIL IT IS CERTIFIED BY A CONFINED SPACE PROGRAM MANAGER/GAS FREE ENGINEER

CONDITION A CONFINED SPACE PROGRAM MANAGER/GAS FREE ENGINEER HAS THE AUTHORITY TO:

- STOP ALL WORK IN THE AREA
- ORDER THE AREA EVACUATED
- TAKE ANY NECESSARY STEPS TO ENSURE THE SAFETY OF PERSONNEL

IN THE EVENT OF AN EMERGENCY

- CALL EMERGENCY SERVICES
- BE PREPARED TO GIVE THIS INFO:
  - NAME
  - SPECIFIC LOCATION
  - NATURE OF EMERGENCY
  - OTHER IMPORTANT DATA



WHAT IS A MISHAP?

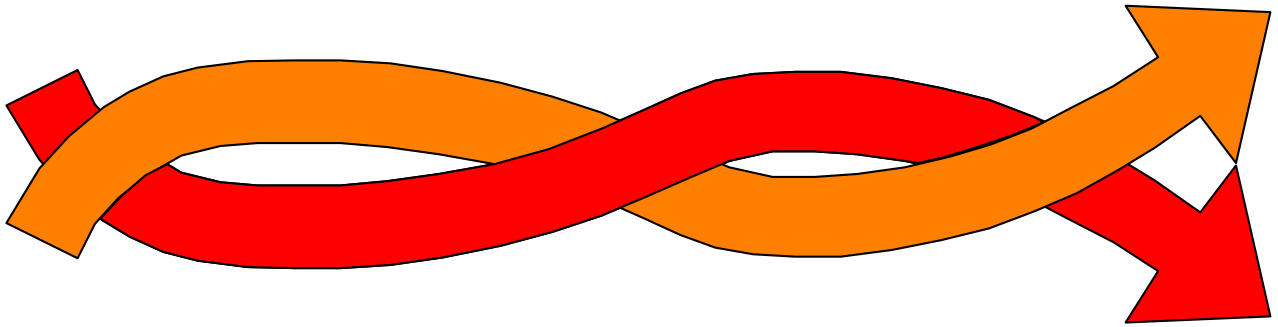
ANY UNPLANNED OR UNEXPECTED EVENT
CAUSING

PERSONNEL INJURY
OCCUPATIONAL ILLNESS
DEATH
MATERIAL LOSS, OR
AN EXPLOSION OF ANY KIND
WHETHER

MCO P5102.1C

- CONTAINS PROCEDURES TO MISHAP INVESTIGATION, REPORTING AND RECORD-KEEPING FOR:

ALL ON DUTY AND OFF DUTY MISHAPS



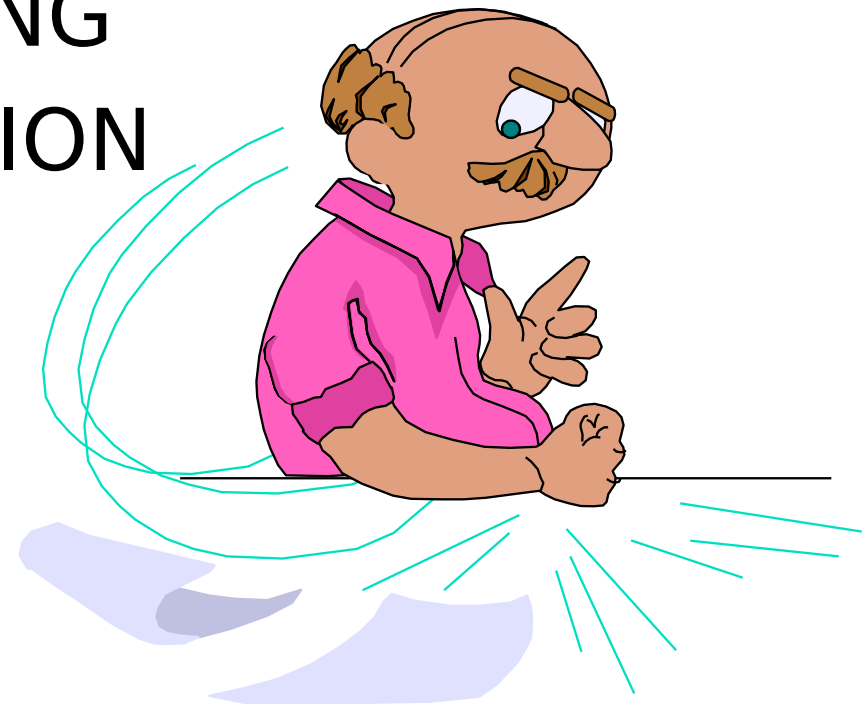
OVERALL MISHAPS ARE CAUSED BY:

- MECHANICAL FAILURE 10%
- HUMAN ERROR 85%
- ‘ACTS OF GOD’ 05%

DEFINITION OF ACTS OF GOD:
natural disasters such as hurricanes, tornadoes,
and other truly unpreventable accidents

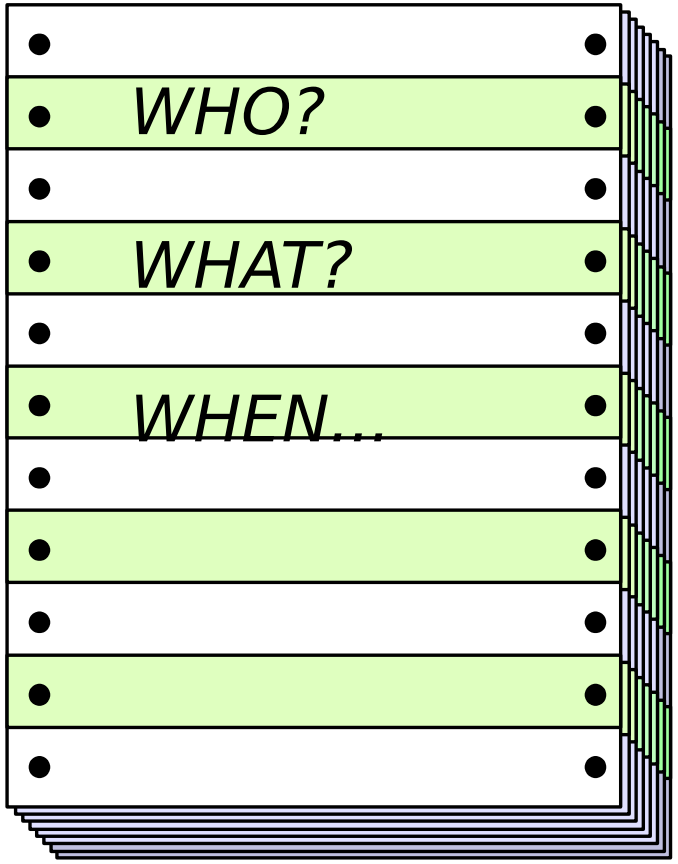
TOP CAUSES LISTED IN MISHAP REPORTS

- ***LACK OF TRAINING***
- FAILURE TO FOLLOW PROCEDURES
- IMPROPER HANDLING
- LACK OF SUPERVISION
- INATTENTION
- COMPLACENCY



INVESTIGATING A MISHAP

- WHO
- WHAT
- WHEN
- WHERE
- WHY



MISHAP INVESTIGATION:

- PRESERVE AND PHOTOGRAPH MATERIAL EVIDENCE
- ADVISE INDIVIDUALS PROVIDING INFORMATION OF THE ROUTINE USE OF SUCH INFORMATION
- INTERVIEWS CONDUCTED SHALL NOT TESTIFY UNDER OATHE AND THAT ORAL/WRITTEN STATEMENTS ARE FOR ONE PURPOSE - TO PREVENT FURTHER MISHAPS.

WHY INVESTIGATE MINOR ACCIDENTS

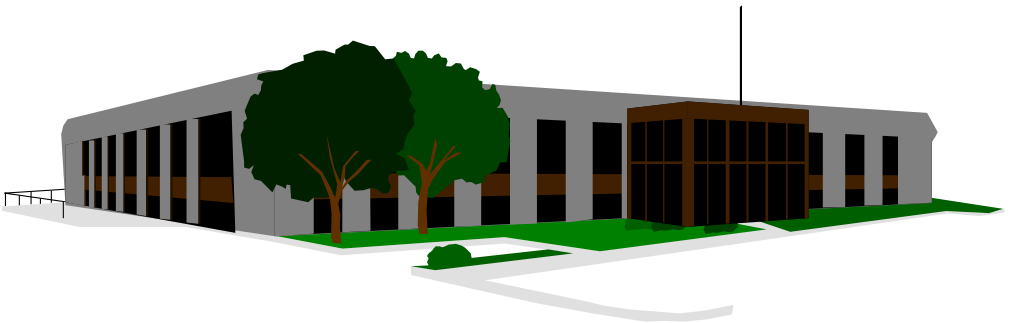
- TO DETERMINE POTENTIAL FOR MORE SERIOUS LOSSES
- TO IDENTIFY PREVENTION TECHNIQUES

MISHAP PREVENTION

- ATTITUDE
- COMMUNICATION
- TRAINING
- COMPLIANCE
- INSPECTIONS
- INVESTIGATION
- PROPER MAINTENANCE

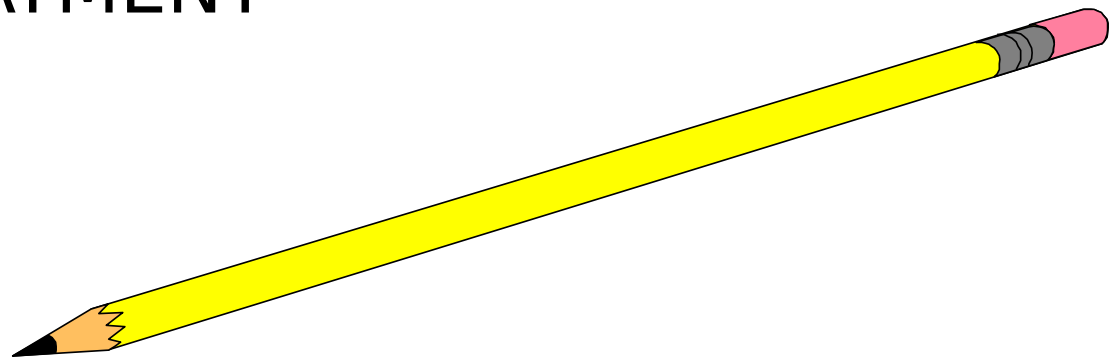
MISHAP REPORTING REQUIREMENT FOR CIVILIANS

- FORM CA-1 OR LS-202 MUST BE COMPLETED BY THE SUPERVISOR FOR EVERY MISHAP (LOST TIME OR NO LOST TIME).
- CIVILIANS MUST GO TO MILITARY MEDICAL FACILITY BEFORE SEEKING PRIVATE PHYSICIAN CARE.



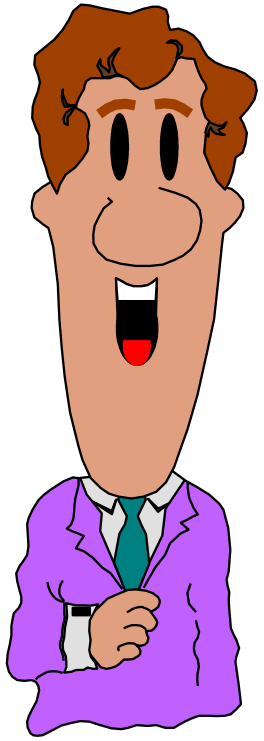
EMPLOYEE RESPONSIBILITY

- USING SAFE WORK PRACTICES AND REQUIRED SAFETY EQUIPMENT
- COMPLETING ALL REQUIRED FORMS ACCURATE AND ON TIME AS WELL AS COMPENSATION CLAIMS
- OBTAINING NECESSARY MEDICAL TREATMENT



RESPONSIBILITY (CONTD)

- PARTICIPATING IN REQUIRED REHABILITATION PROGRAMS
- COOPERATING IN PLACEMENT ACTIONS TO RETURN TO DUTY
- RETURNING TO WORK WHEN REHABILITATED

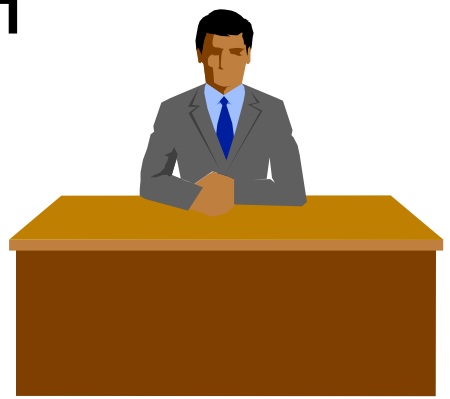


MANAGERS AND SUPERVISORS ARE RESPONSIBLE FOR:

- MODIFYING DUTIES OF POSITION IN ORDER TO RETAIN INJURED WORKER
- REVIEWING FECA COST IN ORER TO IDENTIFY AREAS WHERE COSTS CAN BE REDUCED
- CONSIDERED ELIGIBLE REHABILITATED INJURED WORKER FOR REEMPL[illegible]

MANAGERS AND SUPERVISORS ARE RESPONSIBLE FOR:

- MAINTAINING SAFE/HEALTHFUL WORKING CONDITIONS
- ENSURING THAT APPROPRIATE CLAIMS ARE PROPERLY SUBMITTED IN A TIMELY MANNER
- MAINTAINING CONTACT WITH INJURED EMPLOYEE



MOTOR VEHICLE MISHAP

- PROCEDURES FOR FILING MISHAP REPORT FOR MOTOR VEHICLE MISHAPS CAN BE FOUND IN

MCO 5100.19D

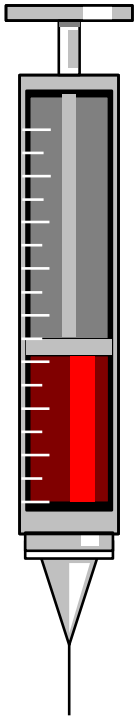
WHAT IS ERGONOMICS?

ERGONOMICS –

The study of the design of work i relation to the physiological and psychological capabilities of people (matching the work place to the work

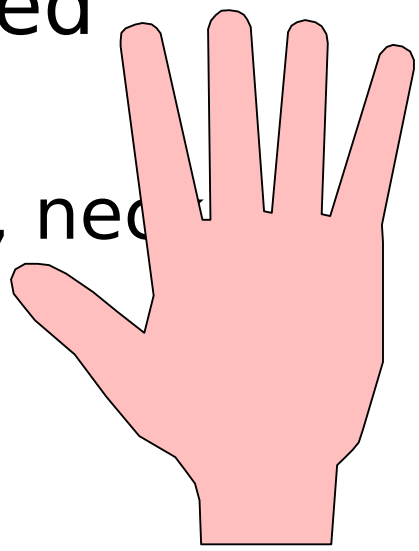
TWO BROAD CATEGORIES OF WORK PLACE DISORDERS EXIST

- INJURIES:
  - THOSE DISORDERS THAT OCCUR DUE TO A ONE-TIME EVENT SUCH AS A CUT, CRUSH OR FALL.
- ILLNESSES:
  - THOSE DISORDERS RELATED TO REPEATED EXPOSURE TO VARIOUS SUBSTANCES, HAZARDS, OR ENVIRONMENTAL CONDITIONS.



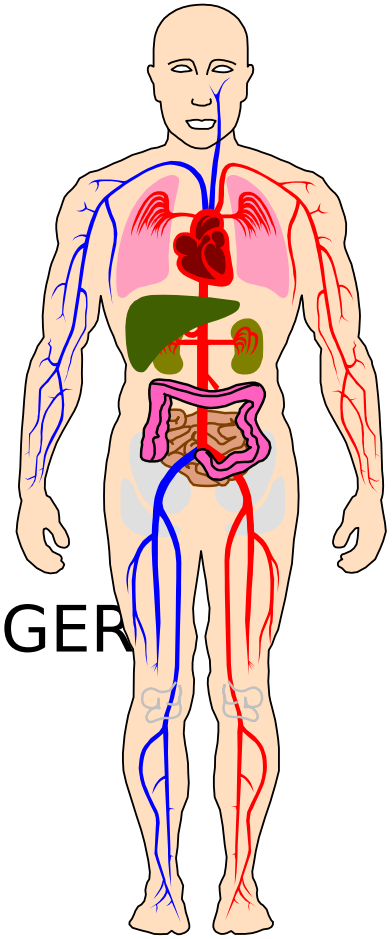
SCOPE OF ERGONOMIC INJURIES

- CUMULATIVE TRAUMA DISORDERS (CTDS) are health disorders arising from repeated biomechanical stress.
- CTD involves damage to the tendons, tendon sheaths, related bones, muscles, and nerves of:
  - Hands, wrists, elbows, shoulders, neck, back.



MORE FREQUENTLY OCCURRING OCCUPATIONALLY INDUCED DISORDERS:

- CARPAL TUNNEL SYNDROME
- TENDONITIS
- TENOSYNOVITIS (INFLAMMATION OF TENDON SHEATH)
- SYNOVITIES (INFLAMMATION OF THE LUBRICATING FLUID OF THE JOINTS)
- STENOSING TENOSYNOVITIS OF THE FINGER (INFLAMMATION OF TENDON Sheath)
- LOW BACK PAIN

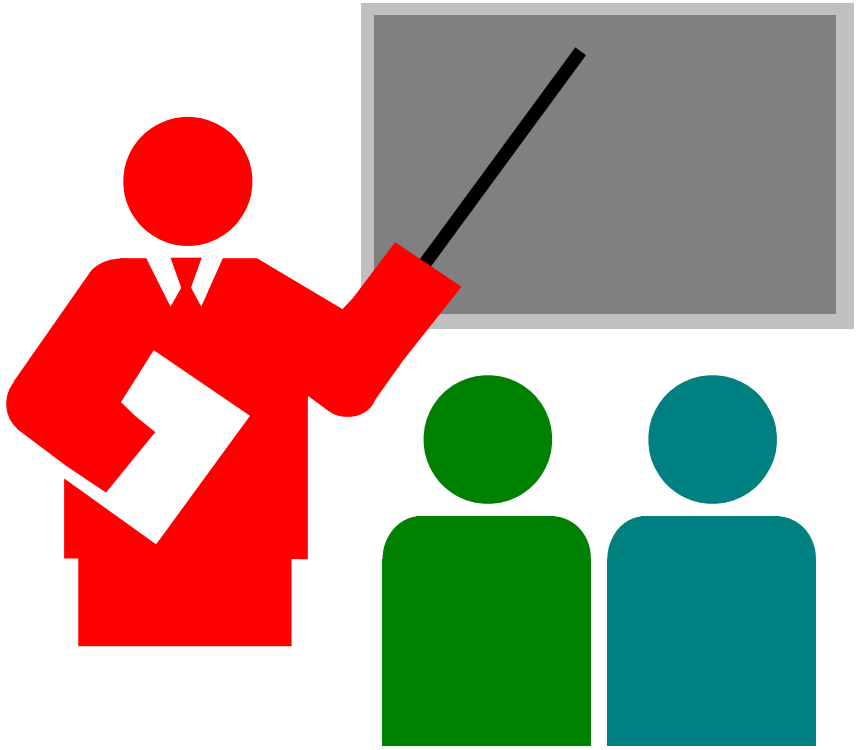


SOME POTENTIAL INDICATORS/SYMPTOMS OF CTDS

- Trends in accidents and injuries
- Incidents of CTD
- Absenteeism
- High turnover rate
- Working conditions noted by people with disabilities
- Complaints about musculoskeletal pain
- High overtime and increased work rate
- Manual material handling/repetitive motion task
- Poor product quality

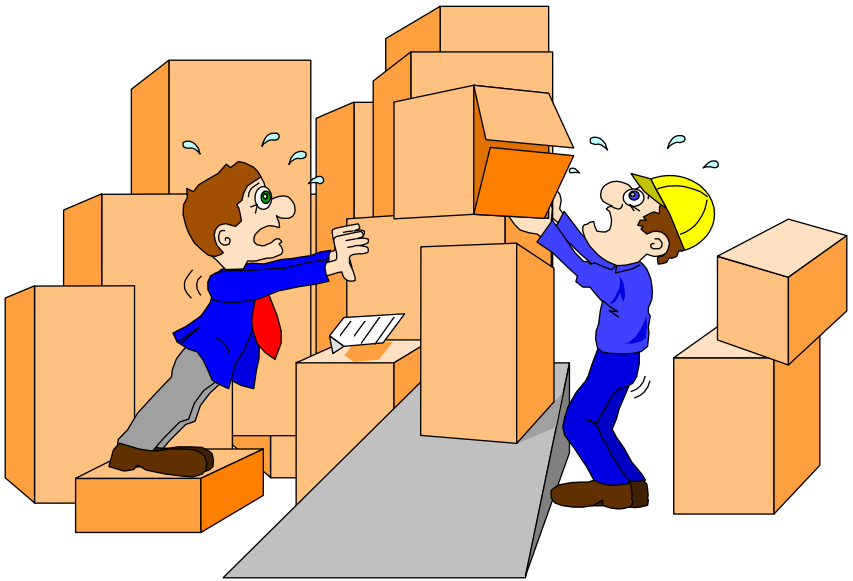
ADMINISTRATIVE CONTROLS

- Controls such as:
  - Rotating employees to jobs with dissimilar physical requirements
  - Establishing work/rest schedules
  - Training employees to use appropriate work methods when engineering controls are not feasible



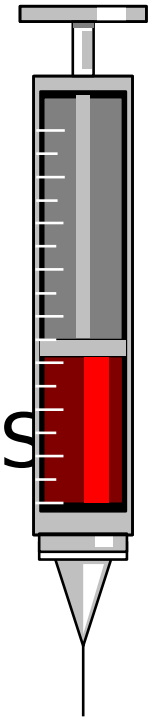
ENGINEERING TECHNIQUES

- Engineering techniques are the preferred mechanism for controlling ergonomic hazards. This may entail redesigning the work station, work methods, and tools to reduce the demands of the job, suc as exertion, repetition, a awkward positions.



MEDICAL PROGRAM

- MEDICAL COMMANDS SHALL SUPPORT ACTIVITY INITIATIVES TO REDUCE CTD BY PROVIDING:
  - MEDICAL PRE-PLACEMENT EXAMS.
  - MEDICAL MONITORING OF EMPLOYEES JUDGED TO BE AT HIGH RISK OF CTD.
  - FACILITATING REHABILITATION OF INDIVIDUALS WITH CTD'S.



HOW TO GET PEOPLE BACK TO WORK

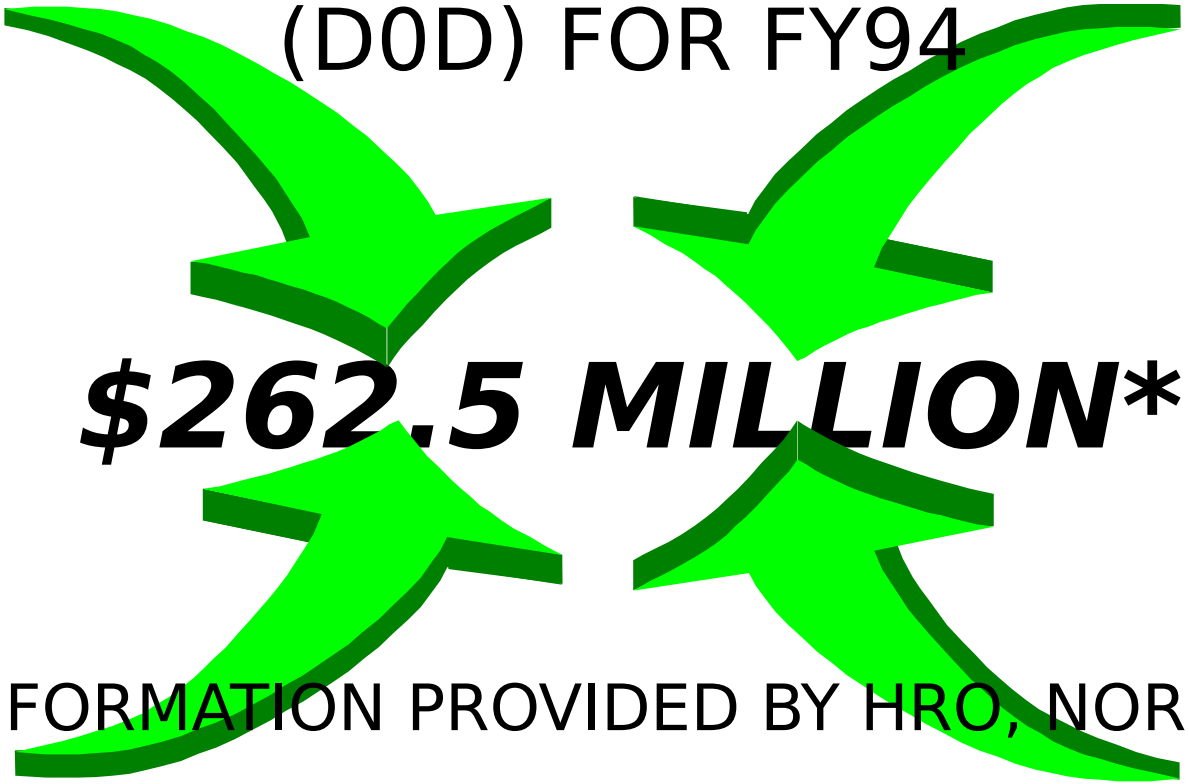
- JOB ENGINEERING
- LIGHT DUTY
- RETRAIN
- FIND JOBS IN OTHER AREAS
  - *CHANGE ATTITUDE OF SUPERVISORS TOWARD INJURED EMPLOYEES*

FEDERAL EMPLOYEES COMPENSATION ACT (FECA)

- OPNAVINST 12810
  - Charge back to command

FECA COSTS

- TOTAL FEDERAL EMPLOYEES COMPENSATION ACT (FECA) COSTS FOR DEPARTMENT OF DEFENSE (D0D) FOR FY94



$262.5 MILLION*

INFORMATION PROVIDED BY HRO, NORFOLK